

DRAFT



Sadiq Public School
Since 1954

JOB DESCRIPTION

ACADEMIC COORDINATOR

Job Title: Academic Coordinator

Reporting To: Principal

The Academic Coordinator is responsible for the overall planning, implementation, monitoring, and enhancement of academic programmes in the school. The role ensures high standards of teaching and learning, improved student outcomes, effective examinations and admissions processes, and continuous professional development of faculty, particularly within a residential school environment.

Key Responsibilities

1. Academic Leadership and Planning

- a. Develop and implement the school's academic vision, goals, and yearly academic calendar.
- b. Supervise curriculum planning, ensuring alignment with board requirements and modern pedagogical practices.
- c. Monitor syllabus completion and ensure timely academic delivery.
- d. Introduce innovative teaching methodologies, including activity-based and student-centred learning.

2. Admissions Oversight

- a. Plan and manage the admissions process, including:
 - i. Entrance tests, interviews, and merit evaluation
 - ii. Transparent and merit-based selection procedures
- b. Coordinate with administrative staff for admissions documentation and record-keeping.
- c. Ensure diversity, inclusivity, and adherence to school admission policies.
- d. Analyse admission trends and recommend improvements.

3. Examination and Assessment Management

- a. Design and supervise internal examination systems (monthly tests, mid-terms, finals).
- b. Ensure fair, transparent, and standardised assessment procedures.
- c. Oversee paper setting, moderation, evaluation, and result compilation.
- d. Analyse examination results to identify trends, strengths, and areas for improvement.
- e. Ensure confidentiality and integrity of the examination process.

4. Academic Performance Improvement

- a. Develop strategies to improve overall academic results.
- b. Set performance benchmarks for classes and subjects.
- c. Conduct result analysis meetings with teachers and department heads.
- d. Implement remedial and enrichment programmes based on performance data.
- e. Track progress of academic interventions and adjust strategies accordingly.

5. Support for Weak Students

- a. Identify academically weak students through continuous assessment.
- b. Design and supervise remedial teaching programmes.
- c. Coordinate extra classes, mentoring, and peer-support systems.
- d. Work with housemasters to monitor study routines.
- e. Engage parents/guardians (where applicable) regarding student progress.

6. Teacher Supervision & Training

- a. Observe classroom teaching and provide constructive feedback.
- b. Conduct regular teacher evaluations and performance appraisals.
- c. Identify training needs and organise professional development programs.
- d. Arrange workshops, seminars, and in-service training sessions.
- e. Encourage adoption of modern teaching tools and technologies.

7. Residential Academic Environment

- a. Ensure structured study hours (prep time) are effectively utilised.
- b. Collaborate with boarding staff to maintain academic discipline in hostels.
- c. Monitor evening study sessions and provide academic support mechanisms.
- d. Promote a culture of self-study, responsibility, and academic integrity.

8. Curriculum Enrichment and Co-curricular Integration

- a. Integrate co-curricular and extracurricular activities with academic goals.
- b. Promote critical thinking, creativity, and holistic development.
- c. Encourage participation in academic competitions, Olympiads, and debates.

9. Academic Discipline and Standards

- a. Maintain high standards of academic discipline among students.
- b. Ensure punctuality, regular attendance, and adherence to school rules.
- c. Address academic misconduct (cheating, plagiarism, etc.) appropriately.

10. Data Management and Reporting

- a. Maintain accurate academic records and student performance data.
- b. Prepare reports for the Principal, management, and education boards.
- c. Use data analytics to drive academic decisions and improvements.

11. Parent and Stakeholder Communication

- a. Organise parent-teacher meetings and academic briefings.
- b. Communicate student progress and school academic initiatives.
- c. Address academic concerns raised by parents or guardians.

12. Policy Implementation

- a. Ensure compliance with education board regulations and school policies.
- b. Contribute to development and revision of academic policies.
- c. Implement quality assurance measures in academics.

Key Skills and Competencies

- a. Strong academic leadership and organisational skills
- b. Data-driven decision-making ability
- c. Excellent communication and interpersonal skills
- d. Expertise in curriculum planning and assessment systems
- e. Ability to mentor and motivate teachers and students
- f. Problem-solving and conflict resolution skills
- g. Familiarity with modern educational technology

Qualifications and Experience

- a. Minimum 10 years of teaching/academic experience
- b. At least 5–7 years in academic management
- c. Proven experience in both the Cambridge and national education systems

Key Performance Indicators (KPIs)

- a. Improvement in overall academic results and pass percentages
- b. Reduction in the number of underperforming students
- c. Teacher performance and professional development outcomes
- d. Efficiency and transparency of admissions and examinations
- e. Student engagement and academic discipline in residential setup

Additional Responsibilities

- a. Participate in school inspections and audits
- b. Support strategic planning and institutional development
- c. Undertake any academic responsibilities assigned by the Principal



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